

# Subletting Request Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request your permission to sublet my apartment located at [Apartment Address] while I participate in a study abroad program from [Start Date] to [End Date].

Due to this exciting opportunity, I will need to be away during this period and would like to ensure that my lease continues without interruption. I plan to sublet to [Name of Subtenant], who is a responsible individual and can provide references upon request.

Please let me know if you require any further information or documentation to approve this request. I appreciate your understanding and support.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]